

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAnnouncements.aspx>

Announcement No. **69-15**

Date: 22 Oct 15

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED *****

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日の 16 : 30 までに人事部日本人雇用係（キャンブフォスター建物番号 4 9 5、2 階）に提出して下さい。**不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。**提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係（645-3370）までご連絡下さい

メール/FAX での応募は受け付けておりません。Foster のパスがない方は Air Force/Navy HRO に提出下さい。

PWO #: 108	Position title: Administrative Specialist, #010, BWT-1, Grade-4/5	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: MCIPAC, Civilian Human Resources Office		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 28 Oct 15
Summary of duties: Serves as the Administrative Officer and personal assistant to the Director Civilian Human Resources Office (CHRO) and assumes full responsibility of the Director's program. Interprets regulations and make commitments on administrative matters. Establish internal procedures and controls for administrative operations for personnel within CHRO. Receives/screens telephone calls and visitors using judgment and tactfully refers them to appropriate area for assistance. Performs work involved in the procedural and technical phases, development of details, of the formulation and presentation of budget estimated and execution of approved budgets. Prepares discrepancy reports to the CHRO Fund Administrator and determines projected labor and material costs based upon accepted cost standards. Oversees CHRO Supply purchasing budget and ensures regulatory compliance, coordinates with all sections for supply needs. Responsible for final review of new CHRO developed local policies and Base orders to ensure compliance with current correspondence regulations. Coordinates Director's travel arrangements thru Defense Travel System (DTS).		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must have a minimum of two years clerical, technical or administrative work experience in related work.2. Must be able to read, write, and communicate fluently in both English and Japanese (LAD-4)3. Must be able to translate both verbal and written correspondence.4. Must be proficient with office automation software (e.g. Microsoft Office Suite)5. Have knowledge and experience in utilizing the Defense Travel System (DTS) and other set procedures.6. Must have knowledge of Naval Correspondence. Remarks: Determination of grade level will be made by management at the time of selection.		
Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses		必要書類 : <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表2. 免許証・終了証のコピー

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1～2 週間程度は非通知拒否設定を解除していただくようご協力お願いします。